



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS US ARMY GARRISON  
2837 BOYD AVENUE  
FORT HUACHUCA ARIZONA 85613-7001

ATZS-CDR

05 JAN 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: POLICY 017—Distribution of Non-Government, Unsolicited Information Materials on Fort Huachuca

1. References:

- a. Department of Defense 5500.7-R, Joint Ethics Regulation, 30 August 1993.
- b. Department of the Army Regulation 210-7, Commercial Solicitation on Army Installations, 15 April 1982.
- c. Department of the Army Regulation 360-1, The Army Public Affairs Program, 15 September 2000.

2. The purpose of this policy is to establish local responsibilities and procedures for the distribution of non-government, unsolicited information materials to include cost and no-cost written materials such as newspapers, magazines, pamphlets, brochures, and flyers. This policy does not apply to the distribution of the **THE FORT HUACHUCA SCOUT**, which is the only authorized commercial enterprise command publication and is distributed through official channels in accordance with reference c. This policy does not apply to the Thunder Mountaineer, the post phone book, or to the telephone books distributed by the local telephone company. This policy does not apply to any materials distributed through the United States Mail or by express service deliveries.

3. The Fort Huachuca Community will have access to non-government, unsolicited information materials in accordance with this policy. The regularly established and approved distribution areas at Fort Huachuca are set forth in the Appendix. All non-government, unsolicited information materials will be placed in a rack, maintained, and removed as appropriate by the distributor with the authorization of the Directorate of Morale, Welfare, and Recreation (DMWR).

4. The following responsibilities and procedures are established:

- a. The undersigned (Garrison Commander) or his designee will approve locations for distribution of non-government, unsolicited information materials on the installation.

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b. The DMWR review, authorize, and maintain all requests for distribution of non-government, unsolicited information materials on Fort Huachuca. The DMWR will monitor established and approved distribution areas and methods to include rack size and number of racks and will remove distribution materials not in compliance with this policy.

c. All Fort Huachuca activities and tenants will monitor their respective areas of responsibility and remove any unauthorized non-government, unsolicited information materials located in and around Fort Huachuca buildings. Any requests received by personnel assigned to Fort Huachuca activities will be referred to the DMWR for appropriate action.

d. In coordination with the DMWR, building managers are authorized to stop access for new distributors when they determine their respective distribution areas are full.

e. Each distributor may select up to five of the authorized distribution locations in the enclosed Appendix for distribution of printed materials. The distributor will submit a letter of request, coupled with the material intended to be placed in the rack, to the DMWR for approval of distribution locations. In turn, the distributor will receive a letter of approval or disapproval regarding their request. This approval will be valid for 1 year and must be revalidated annually upon request by the distributor. Failure to abide by this policy will be grounds for suspension or revocation of distribution authority.

5. This policy does not affect the authority of commanders, staffs, and activities, to include nonappropriated fund activities, to distribute materials in accordance with their respective missions.

6. The proponent for this policy is the Directorate of Morale, Welfare, and Recreation, US Army Garrison, Fort Huachuca, AZ 85613-7011.

7. This memorandum supersedes policy memorandum, USAG, ATZS-CDR, 16 Apr 03, subject: POLICY—Distribution of Non-Government, Unsolicited Information Materials on Fort Huachuca.

Encl



JONATHAN B. HUNTER  
Colonel, MI  
Commander, US Army Garrison

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on Fort Huachuca

DISTRIBUTION:

Commander,  
NETC-CG  
AMSEL-IE-CO  
JITC  
CSTE-DTC-WS- EP  
MCXJ-CDR  
DSBJ-CDR  
NAVTECHTRACENDET  
NETC-SGW-H  
NETC-SGV  
NETC-SGF  
ATZS-CDR

SFAE-AV-UAV-FO  
314<sup>th</sup> TRS  
SAAG-FUFO  
IAMG-B-HU  
AFRC-TWA-CST-MI  
IATD  
JTUAV  
SOSFS-C-HU  
AFRC-CCA-LG-AMS.A18  
CSTE-OTC-IE  
MARI

Director,  
DECA/SW-FTH  
SFCA-IT-W  
AFC  
DIA/DHM-3B  
OL-C, 3 WS  
INS RDFO  
AMSEL-SE-WS-AI-H  
SELCL-DIR  
WR-HUA-GM  
PECP-WER-A

NETC-EST-VC  
USAF, Aerostat Site  
DFAS-IN/EM-MP  
CESPL-CO-AH  
CIRFS-RHU  
AMSRL-HR-MY  
USAAA  
DSS  
AMC LAO

USAF Liaison Office  
Canadian Liaison Office  
French Liaison Office  
German Liaison Office  
Korean Liaison Office  
NSA Liaison Office

US ARMY INTELLIGENCE CENTER AND FORT HUACHUCA,

CG	CDR				
AG	EO	IR	MW	RA	ASAP
AS	ES	IS	PA	RE	NCO
CH	IG	JA	PR	RM	CP
ME	SE	PS	SO	CDT	IM
QA	PT	TP	DT	IO	MI

ACS/AS

**APPENDIX**  
**DISTRIBUTION POINTS/RACK LOCATIONS**

Raymond W. Bliss Army Health Center	Building 45001
Thunder Mountain Activity Centre	Building 70525
Commissary	Building 61610
Main Exchange (PX)	Building 52030
Greely Hall	Building 61801
Chapel's Turnaround Point/Laundrette	Building 52025
Thunderbird Dining Facility	Building 52120
Virginia Hall Dining Facility	Building 80503
Murr Community Center	Building 51301
Desert Lanes Bowling Center	Building 52010
Apache Flats RV Resort	Building 30212
Sportsman's Center	Building 15423
Barnes Field House	Building 61701
Army Lodging/Billeting	Building 43083
Shoppette/Class VI	Building 52038
Burger King	Building 55104
Mini Mall	Building 82301
US Post Office - Fort Huachuca	Building 52040